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## University of Nevada Las Vegas Leadership Component of GEAR UP Abstract

The Nevada System of Higher Education's division of System Sponsored Programs Office will serve as a subaward under the Nevada Department of Education for the collaborated effort with NSHE colleges and universities. As the subawardee for the grant, our office will provide comprehensive administrative and financial services in accordance with the uniform administrative requirements of OMB Circular A-110, the cost principles of OMB Circular A-21, and the terms and conditions applicable to higher education and the grant program. The System Sponsored Programs Office provides these services for all System-wide grants and contracts and is audited in accordance with OMB Circular A-133.

The role of the System Sponsored Programs Office is to provide facilitation of externally funded research and other scholarly activities and the maintenance of fiscal accountability and regulatory compliance. The System Sponsored Programs Office is responsible for all financial actions, grants management, required reporting and program administration, as per the scope of work. Specific activities include: allocations and reporting of federal, state, and private funds; draw-downs, invoicing, and payments; maintenance of time and effort reporting records; and the preparation and monitoring of subawards/sub grantees. It is agreed that the System Sponsored Programs Office sub grantees will comply with the terms upon award and execution.

In addition, NSHE will provide oversight and implementation of a state-wide Ambassador program to achieve the GEAR UP Goals which include:

- To significantly increase the number of low-income students who are prepared to enter and succeed in postsecondary education.
- To significantly increase GEAR UP students' and families' knowledge of postsecondary education, options, preparation and financing.
- To increase recruitment and enrollment of GEAR UP students in postsecondary education.
- To raise the expectations of GEAR UP middle school personnel so as to create a college-going culture that
  provides all students with the tools necessary to apply for and succeed in postsecondary education and
  future careers.

Activities will include collaborating with the Student Services Offices at each of the NSHE campuses, recruit, hire and train the GEAR UP Ambassadors. Supervision of the GEAR UP Ambassadors will be a shared responsibility between the appropriate individual in the Student Services Office and the GEAR UP Assistant Director/Coordinator. In addition, this position will coordinate the implementation of NSHE campus-based GEAR UP activities, e.g. summer camps, campus visits, STEM field trips, dual credit, and parent information sessions, financial literacy training, financial aid, college admissions, scholarship application process, etc.; ensure compliance of required data collection by the GEAR UP Ambassadors; ensure compliance of the documentation of the cost share match of NSHE institutions; facilitate communication between GEAR UP Ambassadors and school-based Student Parent Involvement Facilitators (SPIFs); and assist in the development of the annual report for the U.S. Department of Education; attend professional development meetings and other required meetings.